



# career opportunity

## California Department of Technology

Statewide Technology Procurement Division

Data Processing Manager III \$7,442 - \$8,872

Permanent/Fulltime

Final File Date: 11/20/15

### Who Are We?

As *the* central IT organization for the State of California, the Department of Technology's Headquarters Office is responsible for the approval and oversight of all state information technology projects. We hold statutory authority over strategic vision and planning, enterprise architecture, IT policy, and project approval and oversight. We are committed to both transparency and waste reduction in state government.

Among other responsibilities, our Headquarters Office develops and maintains the state's Enterprise Architecture framework, and ensures the confidentiality, integrity, and availability of state systems and applications. We also develop and implement policy and direction for the State's IT program, priorities, and initiatives.

We provide excellent health benefits, generous vacation and sick leave accrual, exceptional retirement benefits, 11 paid state holidays, and two paid professional development days per year. We are located in Rancho Cordova with free parking.

### What You'll Be Doing...

Under the general direction of the Statewide Technology Procurement Division's Data Processing Manager IV (DPM IV), you will have responsibility for overseeing the development of innovative procurement approaches in accordance with Public Contract Code 12100 and 12120 for the procurement of reportable Information Technology and Telecommunications goods and services for the Department of Technology, and management of related contracts. You will act independently and supervise a professional staff in completing the objectives in accordance with policy, standards, and procedures.

This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

For a more complete job description, click on this link to view the Duty Statement:

[Data Processing Manager III](#)



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## Who We're Looking For...

We're looking for dedicated, talented individuals who possess the following skills and abilities:

- A strong understanding of IT and telecommunication project procurement methodologies and fundamentals.
- Experience obtaining buy-in and providing leadership to a large group of multi-disciplinary team members that do not report directly to the incumbent. Proven track record of gaining the confidence and trust of individuals in key positions.
- Demonstrated ability to establish and maintain effective, cooperative, and beneficial relationships on behalf of the Department of Technology with state, and Federal governments and the vendor community, as it relates to IT and telecommunications service procurements.
- Ability to establish priorities and complete multiple assignments to meet firm deadlines. Ability to adapt easily to changing priorities, plan and project workload and allocate staff resources to meet work demands.
- Knowledge of the structure, organization and function of a variety of technology disciplines, as well as state and federal initiatives and programs.
- Must exercise a high degree of initiative, independence of action and originality.
- May be required to work outside of normal business hours and carry a mobile phone.
- Must be proficient in Word, familiar with Excel and Visio software, and have a working knowledge of PeopleSoft ERP and BidSync as they will be used regularly.

## How to Apply...

Interested applicants must submit a State application to:

CALIFORNIA DEPARTMENT OF TECHNOLOGY  
P.O. Box 1810  
Rancho Cordova, CA 95741-1810  
Attn: Tina Brown RPA 15-126  
For inquiries, please call (916) 431-3598

**When applying for a Job Opening, you must be sure to submit one state application per RPA #. You must indicate the RPA # you are applying for on your application; otherwise, your application will not be processed.**

To be considered for the position of a **Data Processing Manager III** classification, you must first obtain eligibility through an examination process. Visit our Career Opportunities webpage at <http://cio.ca.gov/About/Careers> for information and instructions on the hiring process.

## The Fine Print...

Applications will be accepted only from individuals currently at the **Data Processing Manager III** level, or applicants who have transfer or list eligibility. Applications will be screened and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions. This recruitment may be used to fill multiple vacancies occurring in this unit for this classification within the next 60 days.

